8-26-13

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy because lots of great things are located in Italy. For example, the Vatican is located there, and that’s where the Pope is. I also selected Italy to study because lots of things came from there, like spaghetti. One other reason I chose it was because I am Italian and my ancestors lived there at one point*.*

Over the course of the next 7 ½ weeks, I expect to learn about Italy`s culture, food, business etiquette and some important phrases in Italian. Having this knowledge will let me communicate with others and know a bit about Italy and its culture.

Lastly, I think I would be a great addition to this team because I have determination, and I am a very quick learner which will help me adapt into Italy`s culture. For example, every year I work hard to get A`s. I also am very friendly and kind. This will help me get along with other employees and make customers feel good. I consistently use manners and am nice to everyone. Although I am very friendly, I am a hard worker. Every day I do all my homework and finish everything.

Thank you for your time and consideration. I look forward to hearing from you soon.

From,

Nicholas Bello

2900 Talley Cavey Road

Pittsburgh Pennsylvania 15101